WF-06 PA Workflow Routing Process

Purpose

The purpose of this Job Aid is to show the routing for approval process for PA Workflow Actions.

PA Workflow Action	Reason Code	Routing for Approval			
Z0 - New Hire	All	PA Requestor	Division Agency	Funding	PA Requestor
Z1 - Promotion	All	PA Requestor	Division Agency	Funding	PA Requestor
Z2 - Reinstatement/Reemployment	All	PA Requestor	Division Agency	Funding	PA Requestor
Z3 - Leave of Absence	All	PA Requestor	Division Agency		PA Requestor
Z5 - Investigatory w/Pay	All	PA Requestor	Division Agency		PA Requestor
Z6 - Suspension	All	PA Requestor	Division Agency		PA Requestor
Z7 - Non-Beacon to Beacon	All	PA Requestor	Division Agency	Funding	PA Requestor
Z8 - Transfer	All	PA Requestor	Division Agency	Funding	PA Requestor

PA Workflow Action	Reason Code	Routing for Approval				
Z9 - Appointment Change	All	PA Requestor	Division Agency		Funding	PA Requestor
ZA - Reallocation	All	PA Requestor	Division Agency		Funding	PA Requestor
ZB - Demotion	All	PA Requestor	Division Agency		Funding	PA Requestor
ZC – Salary Adjustment	All	PA Requestor	Division Agency		Funding	PA Requestor
ZD - Cancel Salary Adjustment	All	PA Requestor	Division Agency		Funding	PA Requestor
ZE - Range Revision	All	PA Requestor	Division Agency		Funding	PA Requestor
ZF - Separation Pay Continuation	All	PA Requestor	Division Agency		Funding	PA Requestor
ZG - Separation	All except 21	PA Requestor	Division Agency		Funding	PA Requestor
ZG - Separation	21 – Pay in Lieu of notice	PA Requestor	Division Agency	OSHR	Funding	PA Requestor
ZH - Career Progression	All except 11	PA Requestor	Division Agency		Funding	PA Requestor

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